

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Council Members

FROM/PHONE: William F. Underwood, II/797-1050
Document Prepared by: William F. Underwood, II

SUBJECT: Forensic Auditing Services

AFFECTED DISTRICT: Townwide

REPORT IN BRIEF: On April 19, 2006 Town Council approved the first phase of the engagement letter via resolution number R-2006-114. The Phase I report was presented to the Town Council by Mayer Hoffman McCann at the May 17, 2006 regular Town Council meeting. With the first phase completed, the Town Council authorized the firm to perform more detailed analysis on May 17, 2006 as part of a Phase II investigation. Many concerns are being investigated and the firm respectfully requests an amended engagement letter to Phase II for an additional \$20,000 to complete the analysis and report. In order to continue to Phase II a new engagement letter would need to be approved by Town Council. The amended engagement letter is attached.

PREVIOUS ACTIONS: Town Council ranked Mayer Hoffman McCann, P.C. on the March 29, 2006 Council meeting. On April 19, 2006 Town Council approved the 1st phase of the engagement letter. In addition, phase 2 of the engagement letter was approved by Council on May 17, 2006.

CONCURRENCES: N/A

FISCAL IMPACT: Additional \$20,000 to complete the analysis and report.

Has request been budgeted? Yes

Account Number: 001-0102-512-0502 Special Projects

RECOMMENDATION(S): Motion to approve the engagement letter

Attachment(s):

Resolution

Mayer Hoffman McCann, P.C. Engagement Letter

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE TOWN OF DAVIE TO ENTER INTO AN AMENDED AGREEMENT WITH THE FIRM OF MAYER, HOFFMAN, MCCANN, PC TO PROVIDE FORENSIC AUDITING SERVICES AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town solicited sealed proposals for providing forensic auditing services; and

WHEREAS, the Town Council selected Mayer, Hoffman, McCann PC as the firm best qualified to provide the required services; and

WHEREAS, the Town Council authorized the Budget & Finance Director to negotiate an agreement for such services; and

WHEREAS, it is in the Town's best interest to execute the amended engagement letter for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby approve the amended engagement letter with Mayer, Hoffman, McCann PC attached as Exhibit "A" and authorizes the Mayor to execute the amended engagement letter.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006

EXHIBIT “A”



Mayer Hoffman McCann P.C.

An Independent CPA Firm

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June 30, 2006

Mr. Tom Truex
Mayor, Town of Davie
6591 Orange Drive
Davie, FL 33314

Re: Forensic Auditing Services

Dear Mr. Truex:

This is an addendum to our engagement letter dated May 15, 2006 for the forensic auditing services we are providing to the Town of Davie.

We require an additional \$20,000 fee to complete the forensic auditing procedures identified in the engagement letter dated May 15, 2006 and complete our report.

If you have any questions, please let us know. If you agree with the additional terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Mayer Hoffman McCann P.C.

By 

RESPONSE:

This letter correctly sets forth the understanding of the Town of Davie

Authorized signature: _____

Title: _____

Date: _____